



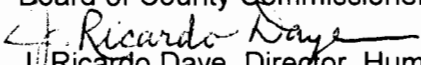
Memorandum

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS

FEB 10 2015 KH/NP

January 26, 2015

To: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

From: 
Ricardo Daye, Director, Human Resources Division

Contact: Pati Giambarberee, Human Resources Administrator
407-836-5828

Subject: **CONSENT AGENDA – February 10, 2015**
Orange County Policy Manual Revision
308 – Other Leave Types

The Human Resources Division is continuously reviewing the Orange County Policy Manual to determine areas needing revision due to changes in local, state and federal laws, as well as the dynamics of the organization. The most recent review has resulted in a proposed change to Policy 308.3 – Other Leave Types/Witness Duty. For clarification purposes and to ensure legal compliance this policy is being revised to include the below underlined language.

308.3 Witness Duty

When an employee is required to attend any legal proceedings on behalf of Orange County BCC, the County shall pay the employee as if he/she were working. When an employee involuntarily participates (i.e., is compelled by subpoena) in a legal proceeding against the County filed in state or federal court pursuant to an anti-discrimination law, the County shall pay the employee as if he/she were working. Employees must submit any payments received for the court appearance to the County.

In summary, the underlined language requires the County to pay an employee the regular hourly rate of pay, for all hours spent in court as a result of being required to attend the specified court appearance(s). Your offices will be contacted regarding a briefing on this agenda item.

Action Requested:

Approval of the revision to Orange County Policy 308.3 – Other Leave Types/Witness Duty with an effective date of February 10, 2015.

c: Ajit Lalchandani, County Administrator
Eric Gassman, Chief Accountability Officer
George Ralls, Deputy County Administrator
James Harrison, Assistant County Administrator
Chris Testerman, Assistant County Administrator
Randy Singh, Assistant County Administrator
Pati Giambarberee, HR Administrator, Human Resources